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CENTRAL INTELLIGENCE AGENCY
Washington 25, D. C.

OFFICE OF THE DIRECTOR

7 July 1958
(Tentative)

To All Employees:

The start of a new fiscal year is an appropriate time to clean house and make new resolutions. This year, because of higher costs for file equipment, space limitations in present quarters and in our new headquarters building, and the completion of our new Records Center Annex, I believe we can do some profitable housecleaning in our files and records.

During July and August 1958, the Records Management Staff and your Area Records Officers will conduct a "File Clean-up Campaign" in every Agency office.

This special campaign aims toward a complete and realistic review of material in every drawer of every file in Headquarters so that:

1. Records of no further value will be destroyed in accordance with security and legal requirements.

2. Inactive records will be retired to the Records Center.

3. Needed files and material not requiring storage in safes will be relocated in less expensive office equipment.

4. Unused safes and equipment will be returned to the Office of Logistics.

This campaign can save office equipment and space and improve working conditions. Area Records Officers are available to assist in the clean-up of office files which are to be reviewed in accordance with the office's Records Control Schedule. Operating Officials will forward additional instructions on the "File Clean-up Campaign" for supervisory action. In the interim I urge you to screen your personal files promptly.

I am counting on you to make this "File Clean-up Campaign" as successful as it has proven to be in other Government agencies. I will appreciate your personal efforts for our campaign's success.

Allen W. Dulles
Director

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